

PLANS EXAMINER I/II**Class Definition**

Under supervision, performs subprofessional structural engineering review and/or nonstructural plan review of architectural, electrical or plumbing systems for compliance with applicable codes and ordinances.

Distinguishing Characteristics

Positions in these classes are flexibly staffed. Plans Examiner I incumbents are expected to progress with appropriate training, experience and satisfactory performance to Plans Examiner II. These classes differ from Plans Examiner III in that the latter is the advanced working/lead class in the series.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Performs subprofessional combination plan review and structural engineering review of complex and difficult single-family dwellings, small commercial interior alterations, routine grading plans, commercial signs, reviews engineering analysis for vertical and lateral load resisting elements and Title 24 energy compliance.

Performs subprofessional nonstructural architectural, electrical, or plumbing plan review of life, fire, health, and safety requirements for new multi-family dwellings, wood frame commercial buildings, additions, alterations, commercial interiors, miscellaneous structures and Title 24 disabled access requirements.

Performs public counter duties receiving and determining appropriate plan check and building permit fees; issues permits; processes plans for plan review and Fresno Zoning Ordinance requirements; answers inquiries regarding building, electrical, mechanical and plumbing code issues.

Performs related duties as required.

Knowledge, Abilities, and Skills

(By the end of the probationary period, incumbents must demonstrate adequate knowledge, abilities , and skills to perform all tasks at the journey level.)

Knowledge of construction plans, specifications, regulations, and practices used in the design and construction of residential occupancies and wood frame commercial buildings.

Knowledge of applicable codes, regulations, ordinances, and laws as related to residential occupancies and wood frame commercial buildings.

Knowledge of architectural, electrical, and plumbing systems for residential occupancies, wood frame commercial buildings, commercial interiors, accessory, and miscellaneous structures.

Knowledge of structural engineering principles related to the design of single family dwellings and commercial interiors and alterations.

Ability to understand construction plans for additions and alterations to existing residential dwellings and wood frame commercial buildings.

Ability to prepare clear, concise, and comprehensive written materials, including making accurate arithmetical computations.

Ability to speak clearly and concisely.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Plans Examiner I: A Bachelor's Degree from an accredited college or university in architecture, architectural drafting, construction technology, engineering, engineering technology or related field; **OR** two years of plan review experience with another jurisdiction; **OR** one year of experience in construction inspection of new single-family dwellings with the City of Fresno and ICBO certification as a Plans Examiner or Building Inspector for architectural specialty, or IAEE/ICBO certification as an Electrical Inspector for electrical specialty, or IAMPO/ICBO certification as a Plumbing Inspector for plumbing specialty; **OR** completion of twenty-four semester units of course work from an accredited college or university in architecture, architectural drafting, construction technology, engineering, engineering technology or related field, and two years of experience in construction, architectural or mechanical drafting. An additional year of qualifying experience may be substituted for the twenty-four units of course work.

Plans Examiner II: ICBO certification as a Plans Examiner or Building Inspector for architectural specialty, IAEE/ICBO certification as an Electrical Inspector for electrical specialty, or IAMPO/ICBO certification as a Plumbing Inspector for plumbing specialty; **AND** either one year of experience equivalent to that gained as a Plans Examiner I with the City of Fresno; **OR** two years of experience in construction inspection of new single-family dwellings with the City of Fresno.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

Incumbents selected on or after January 1, 1994 must acquire required certification as listed above, during the first two years of employment and maintain required certificate for the entire term of employment in this job class.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Architectural

2. Electrical

3. Plumbing

APPROVED: _____
Director of Administrative Services

DATE: _____

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